

ACCOUNTING TECHNICIAN

DEFINITION

To perform a variety of complex and technical financial accounting duties in the preparation, review, and processing of Citywide payroll records or major accounting projects; to interpret, apply and explain pertinent policies, regulations and rules; and to maintain related records.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform specialized technical and highly detailed work in the preparation, review, and processing of financial records and other related documents.

Assist in providing instruction to other department employees regarding specialized procedures and requirements; provide related software training to staff as necessary.

Proofread and check various documents and reports for accuracy, completeness and compliance with departmental policies, laws and other regulations.

Compile, research, and prepare a variety of periodic and special reports relating to assignment.

Provide information to City employees and others that require the use of judgment and the interpretation of policies, laws, rules and procedures.

Organize and maintain various files; type correspondence, reports, forms and other financial documents.

Exercise discretion in dealing with confidential matters and perform with a great deal of autonomy.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

When assigned to payroll:

Receive, review, verify and process payroll records and other related documentation.

Maintain records for employee payroll deductions and prepare reports and payments to various taxing, financial and insurance organizations.

Maintain employee leave records and prepare relevant reports.

Process various periodic billings for services such as insurance, association dues and police protection.

When assigned to accounting:

Monitor, review, and balance deposit accounts; process and oversee developer billing statements to ensure compliance with agreements; coordinate billing process with other departments.

Set up and monitor accounting ledgers related to assignment; review and correct project accounting timesheets and error reports; and review the balance in deposit accounts for compliance with developer agreements.

Log in and adjust journal entries to properly record financial transactions; ensure data integrity of ledger related reports; assist other departments in the creation of specific reports based on their needs.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices and procedures of financial accounting related to assignment.

Record keeping requirements, rules and regulations related to assignment.

Reporting laws and requirements of various state and federal agencies, insurance, and financial firms.

Basic business data processing principles and applications.

Modern office practices and procedures; computer equipment and software applications related to assignment.

Business mathematics.

English usage, spelling, grammar and punctuation.

Ability to:

Produce accurate paychecks or financial ledgers and related reports; maintain detailed and accurate records; work effectively under deadlines.

Perform complex and specialized financial technical and clerical work related to the preparation, processing and maintenance of City's payroll records or accounting projects.

Perform computational tasks and other technical and clerical functions with speed and accuracy; compile and reconcile numerical and financial data.

Learn and effectively apply the laws, rules and regulations of payroll or financial record keeping.

Exercise good judgment in the application and interpretation of policy, regulations, and procedures related to assignment.

Provide technical assistance in specialized procedures to departmental personnel; train and assist other staff as necessary.

Prioritize work, coordinate several activities and follow up as required.

Operate standard office equipment.

Work effectively in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience involving the preparation and processing of payroll or financial accounting and related documents.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in accounting, finance, or related field.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; type on a 10-key calculation device; may lift light weight.

10/2/01